

## ENGINEERING/ENVIRONMENTAL PLANNER

**Grade 33**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate professional and administrative work supporting the Land Development and Environmental Division in ensuring land development plans comply with applicable ordinances and statutes; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Providing technical assistance and administering the development bond programs; coordinating the street acceptance program; enforcing various codes; preparing and maintaining files and records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as manager of the Development Bond Program; performs initial bond estimate reviews and approvals, bond reductions, bond releases, site inspection of bonded improvements and bond database management.
- Coordinates the Street Acceptance Program including street eligibility inspections, research and review of deeds and plats to ensure proper right-of-way dedication and drainage easements have been recorded; prepares Board of Supervisors consent agenda requests and resolutions for street acceptance.
- Assists with the review and approval of Land Disturbing Permits associated with Single Family Residence with Agreement in Lieu of a Plan; provides guidance to homeowners in preparing application and documentation.
- Provides written review and comments for land development applications, including site plans, subdivision plans, special exceptions, special permits and others.
- Researches and responds to complaints associated with development projects; performs inspections; coordinates with Community Development staff to resolve complaint; provides documentation and correspondence of investigation.
- Provides technical assistance and information to developers, engineers, financial institutions, attorneys, citizens and property owners; assists in the completion of necessary agreements, forms and documents.
- Assists in interpreting and enforcing provisions of applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions to correct deviations or violations.
- Prepares or completes various forms, reports, referral reports, staff reports, draft ordinances, ordinance amendments, draft resolutions, special exception conditions, fact sheets, agendas, meeting packets, maps, presentations and other documents.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the principles and practices of engineering and environmental planning; general knowledge of community development programs, practices and procedures; general knowledge of ordinance governing construction plans and related codes; general knowledge of land and engineering survey systems, methods and techniques; ability to prepare technical reports; ability to establish and maintain effective working relationships with associates, consultants and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with course work in civil engineering, environmental sciences or related field and some land development review, planning, zoning and construction design.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of or ability to acquire Erosion and Sediment Control Inspector and Plan Reviewer certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.